# IOTA BETA SIGMA

NATIONAL COLLEGIATE
BROADCASTING
FRATERNITY

# Iota Beta Sigma

NATIONAL COLLEGIATE BROADCASTING FRATERNITY
BETHLEHEM, PENNSYLVANIA 18015

Dear Collegiate Broadcaster,

Iota Beta Sigma takes pleasure in welcoming you to the National Collegiate Broadcasting Fraternity.

It is our hope that this manual will help to acquaint you with Iota Beta Sigma. From the Constitution, included herein, you will see that Iota Beta Sigma is a National recognition honorary. But the Preamble also proposes that a strong national honorary — with strong and dedicated Local Chapters — can bring unparalleled advancement to collegiate broadcasting.

We are glad that you have an interest in Iota Beta Sigma and in further serving College Radio, and we trust that in joining Iota Beta Sigma both you and your Chapter will be better able to serve collegiate broadcasting.

Sincerely,
Tom McCloud

Tom McCloud
Executive Secretary

Every Chapter member of Iota Beta Sigma receives an Individual Membership Certificate, or "Shingle." Both the Shingle and the Key are provided by the National Council from National dues.

# Iota Beta Sigma

This is to certify that

_____

has met the requirements for membership and is a member in good standing of the National Collegiate Broadcasting Fraternity, and pledges himself to continued service to college radio and to striving constantly for the improvement of campus radio and broadcasting journalism at the collegiate level.

In witness whereof we have hereunto set our hand on this, the

_____ _____

Grand Executive Secretary Grand President

# IOTA BETA SIGMA

## NATIONAL COLLEGIATE BROADCASTING FRATERNITY

herewith acknowledges as a duly-constituted and officially designated Chapter, and authorizes with this Charter, Chapter , presenting this certificate to certify and proclaim this a sanctioned and competent chapter, dedicated to the advancement of broadcast journalism at the University level and to greater service to collegiate broadcasting.

This Chapter petition approved and Charter granted by the National Council under their hand and seal by the Grand Executive Secretary and Grand President on this, the day of

Grand Executive Secretary

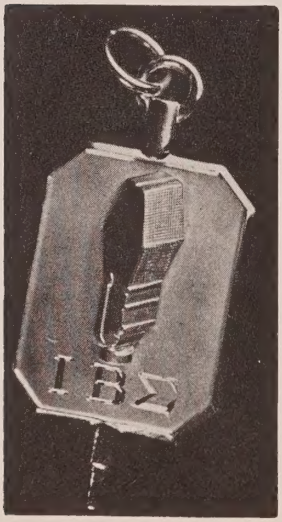
Grand President

For the Board of Directors

Chapter Accepting Officer

Accepting Faculty Advisor

The National Council grants Charters to petitioning groups wishing to start a Chapter of Iota Beta Sigma. Pictured above, the Charter authorizes the Chapter and sanctions it as a duly-constituted Chapter dedicated to the advancement of collegiate broadcasting. The Charter is signed by the National Executive officers at the time of its issue and by officers of the Chapter accepting the Charter. Space is provided for Charter members to sign the Certificate.




Pictured at left is the Key of the Honorary presented to each Individual Member at the time of his induction into Iota Beta Sigma. Keys are engraved on the reverse side with the name of the Chapter Member, and are secured through the National Council or Executive Secretary.

CONSTITUTION
of
IOTA BETA SIGMA

PREAMBLE: Purposes of Iota Beta Sigma:

Iota Beta Sigma National Collegiate Broadcasting Fraternity was founded with three purposes in mind:

A. To give recognition to students in college broadcasting activities.
B. To promote closer ties between students and alumni in the broadcasting field.
C. To aid in the advancement of broadcast journalism at the University level.

Founded upon the premise that an honorary fraternity can uniquely and professionally facilitate these ends, as a national body and as local chapters, Iota Beta Sigma shall strive toward these objects.

## ARTICLE I
## NAME

1.1 The name of the Honorary organization shall be: Iota Beta Sigma National Collegiate Broadcasting Fraternity.

## ARTICLE II
## NATIONAL COUNCIL

2.1 The governing body of the honorary shall be called the National Council and shall consist of the following National officers:

Grand President
Grand Vice President
Grand Secretary-Treasurer
Grand Historian-Editor
Grand Executive Secretary

plus the members of the corporate Board of Directors of the Intercollegiate Broadcasting System, Inc.

2.2 All National officers except the Grand Executive Secretary shall be elected according to parliamentary procedure as specified by the by-laws. Term of office shall be two years commencing on the first day of July of the year of election. The Grand Executive Secretary shall be elected by the members

of the National Council. No officer may serve more than two consecutive terms in any one office.

2.3 Any member of Iota Beta Sigma is elegible to hold office. Elected officers shall be elected by voting delegates from member Chapters at each Grand National Conclave, with vacancies filled by appointment of the National Council with the exception of the office of Grand President which in the event of vacancy shall be filled by the Grand Vice President, the National Council being empowered to fill a vacancy in the position of Grand Vice President.

2.4 The National Council is the supreme executive authority of Iota Beta Sigma. They shall meet when necessary between Conclaves and have the power to grant charters to new chapters, collect fees and dues, and direct the administratration of the routine business of the fraternity. Its meetings shall be conducted under Roberts Rules of Order and its own By-Laws, and shall appoint a parliamentarian.

2.5 It shall appoint such committees as it deems necessary, establishing two standing committees, one on Publications, and one on Membership and Chapters. The Publication Committee shall examine and advise functioning of Publicity and Newsletter.

2.6 Until National Officers shall be elected at the first National conclave, to be held in conjunction with the 27th Annual National IBS convention in spring 1966, the respective national officers of IBS shall serve as officers of Iota Beta Sigma, subject to National Council action.

2.7 The duties of the Grand President are to act as chairman at Grand National Conclaves and at meetings of the National Council, and to supervise and promote the expansion, general activity, projects, and planning of the honorary. He shall prepare a biennial "State of the Union" message, and serve ex-officio on all committees of Iota Beta Sigma.

2.8 The Grand Vice President shall serve to coordinate the projects, publications, and current functioning of Iota Beta Sigma into a unified program of service to collegiate radio. He shall chair Grand National Conclaves and National Council meetings in the absence of the Grand President, and serve as committeeman ex-officio in the absence of the Grand President.

2.9 The Grand Executive Secretary shall administer and conduct the day to day general business of Iota Beta Sigma, be responsible for routine communication with Chapters, and undertake implementation of the decisions of the National Council. He shall serve ex-officio on all committees of Iota Beta Sigma.

2.10 The Grand Secretary-Treasurer shall keep official record of Chapter Membership Rolls and the National Roll. He shall take minutes of all Grand National Conclaves and National Council meetings, and distribute them as instructed by the National Council and the Grand President. He shall report to the National Council at their meetings and at the discretion of the Grand Vice President or the Grand Executive Secretary the financial standing of the honorary, and shall serve on the Standing Committee on Publication.

2.11 The Grand Historian-Editor shall keep an accurate history of Iota Beta Sigma, and shall by every means encourage each Chapter to maintain an account of its history. He shall cooperate with, and coordinate, Chapters in this area of activity and shall promote dissemination of information of general interest. He shall be a member of the Standing Committee on Publication.

## ARTICLE III
## NATIONAL OFFICES

3.1 The National offices of Iota Beta Sigma shall be at the General Office of the Intercollegiate Broadcasting System or as designated by the National Council of Iota Beta Sigma.

## ARTICLE IV
## CHAPTERS

4.1 Every charter granted by the National Council shall give the name of the Chapter.

4.2 Each member Chapter shall be organized in accordance with the Constitution, By-Laws, and directives of the honorary, and be amenable thereto. It shall be responsible for the establishment of activity on the local level for accomplishing the objectives of the honorary.

4.3 The officers of each member chapter shall consist of: President, Vice President, Secretary, Treasurer, Historian, and Faculty Advisor. Combination of offices is permissable. These officers and the voting and non-voting Conclave delegates shall be elected according to the honorary By-Laws.

4.4 It shall be the responsibility of the President, of the acting senior executive officer, to maintain communication with the National Council and the Executive Secretary as requested by appropriate authorities as specified in the By-Laws.

## ARTICLE V
## CHARTERS

5.1 Any college or university which has an active student radio station belonging to the Intercollegiate Broadcasting System is eligible to form and maintain a Chapter of Iota Beta Sigma, upon the granting of Chapter Charter by the Executive Council.

5.2 A group, minimum of five persons, interested in obtaining a Charter from Iota Beta Sigma, and situated as specified in article 5.1, shall make Chapter and Individual Membership application as instructed by the National Offices.

5.3 The National Council has the power to grant Charters and shall delegate that authority as it deems desirable. Applying groups shall be notified of their status as soon as possible.

5.4 The National Council may, by a two-thirds majority vote, revoke the Charter of a member Chapter. The Grand Executive Secretary or Standing Committee on Membership may recommend this action.

5.5 There shall be a National Staff Chapter consisting of those involved in the National Council and National Office, as well as the national operations of the Intercollegiate Broadcasting System. Individuals seeking to become members of the National Staff Chapter may apply to the National Council as other membership applicants, or may petition to transfer as outlined in the By-Laws. The National Staff Chapter shall determine those of its members considered active.

5.6 Groups applying for a Charter shall submit a Charter application, the Charter Member's Individual Applications, and all fees and dues to the National Council through the National Offices. Individual Membership is available only through a chartered Chapter; application shall be submitted through the member Chapter and be accompanied by Membership dues.

5.7 Election to individual membership in a Chapter of Iota Beta Sigma shall be by open ballot and shall require a three-fourths vote of all active members of the Chapter, the election being conducted at a duly called meeting of the Chapter. Membership in Chapter is subject to the acceptance of his Membership application by the National Council.

5.8 Individual Membership applicants shall have obtained the standing of at least a second semester sophomore in his college or university, except for students at junior colleges, in which case he shall be at least a second semester freshman. He shall be considered by present active members to be outstanding in the field of collegiate broadcasting and shall maintain a satisfactory academic record.

5.9 Honorary Individual Membership in Iota Beta Sigma shall be awarded at the discretion and pleasure of the National Council, in pursuit of the purposes and objectives of Iota Beta Sigma.

## ARTICLE VI
## NATIONAL MEETINGS

6.1 National meetings shall be held biennially in conjunction with the National Convention of the Intercollegiate Broadcasting System, Inc. The national meeting shall be called the Grand National Conclave.

6.2 Three delegates present from each Chapter shall be designated voting delegates by the active members of their respective Chapters and shall constitute the Chapter's official representation.

6.3 National elections shall be conducted at Grand National Conclaves as stipulated in Article 2.3 and conducted as specified in Article 2.2 and the By-Laws of the Honorary.

6.4 In addition to business meetings, the Grand National Conclave shall consist of educational and social activities designed to be of interest to collegiate broadcasters.

6.5 The National Council shall be empowered to award travel grants to help defray the travel expenses of one delegate from each Chapter, and to otherwise plan and conduct the Conclave.

## ARTICLE VII
## FEES AND DUES

7.1 The Chapter Charter fee is $12, which gives the petitioning group the right to organize a Chapter on the local campus upon granting of Charter. The fee should accompany the formal petition for a Charter.

7.2 The application fee for Individual Membership is $8.00 paid to the National organization. This constitutes national membership dues. Additional dues are assessed as determined by the Chapter.

7.3 Faculty and honorary membership fee is $4.00. Honorary membership is granted only upon application to the National Council for specific permission to bestow this status.

7.4 Each new member is given, upon receipt of the national initiation fee a gold recognition key and a membership certificate, or "shingle".

## ARTICLE VIII
## BY-LAWS

8.1 The National Council shall conduct itself according to its own By-laws, as it shall adopt. Chapters shall adopt and follow the approved local By-laws.

8.2 Each Chapter of Iota Beta Sigma, in joining, ratifies this constitution, as well as the approved local Chapter By-laws. In doing so it shall adopt approved Chapter By-laws and such other policies and operation consistant with this Constitution.

## ARTICLE IX
## AMENDMENTS

9.1 All proposed amendments to the Constitution of Iota Beta Sigma shall be submitted in writing to the Grand President and shall be approved by three of the five National Officers.

9.2 On all but financial amendments, final voting of a proposed amendment shall take place at the Grand National Conclave, its adoption requiring the affirmative vote of three-fourths of the present voting delegates, and the subsequent official endorsement of a two-thirds majority of the Chapters.

9.3 Amendment of fees and dues shall require, in addition to the provisions of paragraph 9.1, a two-thirds majority affirmative vote of the National Council at a duly called meeting thereof, or a three-fourths majority affirmative vote of the National Council when not in session.

9.4 All actions of the National Council are subject to review at the Grand National Conclave, and amenable thereto, upon referendum ratification by the Chapters of the action of the Conclave as prescribed in paragraph 9.2.

## APPROVED LOCAL CHAPTER BY-LAWS

### ARTICLE I NAME

The Name of this chapter shall be the _____ zeta of Iota Beta Sigma, at _____.

The name or any part thereof may be employed only in connection with the official activities of the organization. Special permission for the use of the name is to be secured from the National Council.

### ARTICLE II MEMBERSHIP

Selection of membership of the Chapter shall be in accordance with the Constitution, Article 5, sections 7 and 9.

Qualifications for Individual Membership shall be as stated in Article 5, section 8 of the Constitution.

Active members are those still enrolled at the respective college or university.

### ARTICLE III OFFICERS

The officers of the Chapter shall be as called for in the Constitution, Article 4, section 3.

Election of officers and Voting and Non-voting Conclave delegates shall be by simple majority vote of the members present, provided that there is a quorum. Quorum shall be defined as more than one half of the Active members of a chapter. Elections should be held annually, with notice given

at the preceding meeting, and results announced as soon as possible to all active members, the National Council, and as many inactive members as possible. Any member of the Chapter is eligible for office, and may be elected to and fill more than one office of the Chapter concurrently.

The Faculty Advisor shall be selected from either the faculty of the school at which the Chapter is located, or from the National Council, if a member thereof is located in the same district as the Chapter.

The duties of the officers, in addition to that mentioned in Article 4, section 4 of the Constitution, shall be those usually executed by the designated office, and as required by adopted By-Laws.

## ARTICLE IV
## AFFILIATION

A transfer student may become a member of the local Chapter upon securing permission for transfer from the Chapter of original initiation and the National Council, presenting evidence of former good standing, and election to membership by the local Chapter.

## ARTICLE V
## MEETINGS

Meetings of the Chapter shall be held once a month, more often if necessary.

Notice of a meeting shall be given to all active members. A quorum shall be defined as two-thirds of the Active members.

An annual meeting shall be held near the end of the school year, at which time Chapter business shall be terminated for the year, new officers elected, and other pertinent chapter business concluded.

## ARTICLE VI
## FINANCES

Each pledge shall pay to the Chapter the fee of _____, to be paid in advance of induction into membership and to include national dues, covering costs of shingle and Key.

The Chapter Secretary or Treasurer shall remit to the National Council the fees as designated in the Constitution. Dues are to be forwarded sufficiently in advance of initiation to permit timely arrival of shingle and Key.

The chapter may levy upon its active membership by chapter vote such dues as are needed to defray the expenses of the current year.

## ARTICLE VII
## RULES OF ORDER

Robert's Rules of Order shall be used to govern meetings of the Chapter except where temporary
except where their temporary suspension is, by vote, determined expedient.

## ARTICLE VIII
## AMENDMENTS

No proposed amendment shall be inconsistent with the Constitution on these By-Laws.

All proposed amendments to these Chapter By-Laws must be submitted in writing to the Chapter President.

Amendments to the Chapter By-Laws shall be submitted to the Grand Secretary-Treasurer for approval, and voting on the proposed amendment shall proceed after approval has been secured from the Grand Secretary-Treasurer.

A three-fourths majority vote, quorum present, at a duly called meeting shall be required to adopt a proposed amendment, previous notice of the election being given.

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## PROJECTS

A list of projects for local Chapters of Iota Beta Sigma which may serve as a guideline of suggested spheres in which the Chapter may operate, and which might suggest other projects of greater application for each Chapter:

Assist the Campus Station to prepare a Program Guide.

Publish a regular internal newsletter for the staff.

Investigate the possibility of starting a College Radio Station at a nearby College or University.

Cooperate with local High Schools to interest potential college students in College Broadcasting.

Examine need for additional Broadcasting courses, possible
Examine the need for additional Broadcasting courses.

Conduct Broadcasting Seminars, inviting outside speakers of interest to address the Station staff, Chapter members, and others.

Conduct oradminister a listenership survey to determine campus interest in types of music, sports, news, etc.,and preferred listening hours.

Develop some useful, interesting Public Service material for the Campus Station. Concentrate on announcements of greatest interest to the listenership, as the Peace Corps, etc.

Arrange field trips to Commercial and other College Radio Stations.

Purchase and lease portable Public Address Equipment.

Record programs and performances at the request of other Departments for their use/reference/files.

Contact incoming Freshmen to acquaint them with Collegiate Broadcasting, the campus Radio station, and advantages of their joining the staff. Urge they consider the opportunity before their arrival on campus.

Run a dance a "dead" weekend on campus.

Initiate and implement a Record Library filing system.

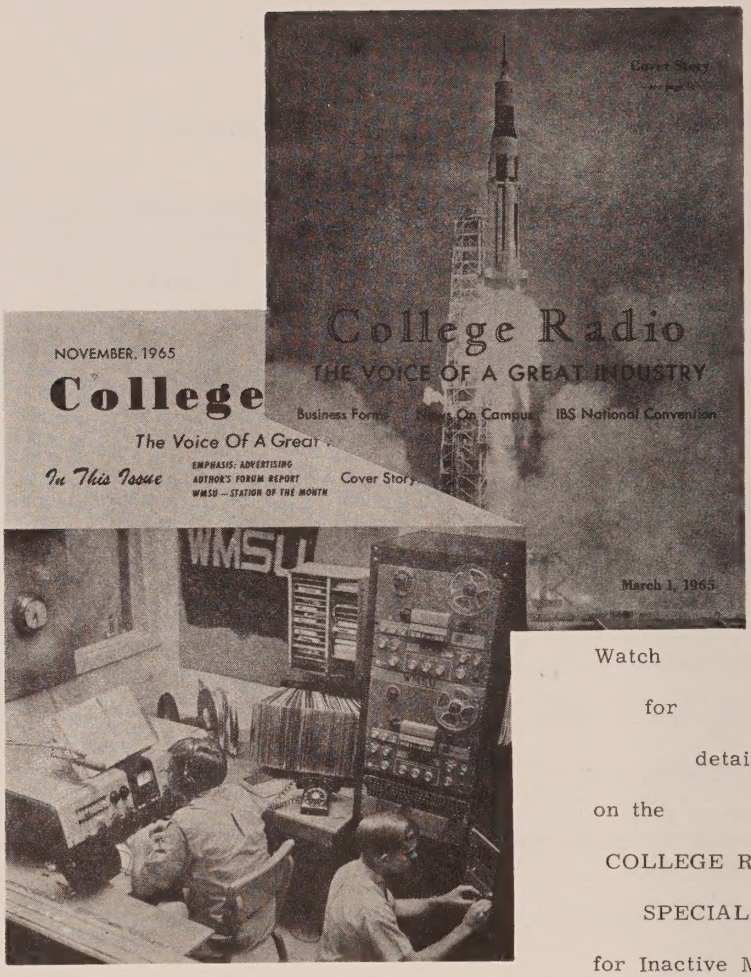
Designate a member as news reporter to COLLEGE RADIO for the school. school

Prepare a feature article for COLLEGE RADIO on a recent unusual undertaking, studio renovation, etc.

Meet with other nearby Iota Beta Sigma chapters to discuss common problems and goals.

Keep an album recording significant and interesting changes at the station, inserting news clippings and pictures frequently to preserve its function as a continuous record.

Be alert for others dedicated to Collegiate Broadcasting who would wish to join your Chapter.




Watch

for

details

on the

COLLEGE RADIO

SPECIAL

for Inactive Members

....and watch COLLEGE RADIO

for the latest news of Iota Beta Sigma.

Remember the other Intercollegiate Broadcasting System services for Member Stations:

500 Page Master Handbook

F.C.C. Representation

Annual Conventions · East-Coast West-Coast

Consulting Services

Taped Program Network

Regional Meetings

College Radio Placement Service

Alumni Association

Engineering Services

## HOW TO APPLY FOR MEMBERSHIP IN IOTA BETA SIGMA

A group of students at a College or University wishing to petition for a Chapter of Iota Beta Sigma should submit to the office of the Executive Secretary a Charter Application, bearing in mind the prerequisites that the school must have a Student Radio Station which is a member of the Intercollegiate Broadcasting System, and that initially a petitioning group must consist of at least 5 eligible Individual Members and a Faculty Advisor. When the Executive Secretary forwards the group a Formal Chapter Charter Petition and Individual Membership Applications, they should be completed and returned to the Executive Secretary with the application fee and dues.

## OF INTEREST NATIONALLY

Iota Beta Sigma is currently making national efforts in the following directions: Obtaining reduced rate subscriptions to COLLEGE RADIO for interested Inactive Members, publishing a Newsletter, designing an honorary pin, and developing material for Chapters including Induction Ritual, Questionaire-Report Forms, and Pledge Individual Membership Applications for chartered Chapters.

## GRAND CONCLAVE

Remember to plan to have your Chapter representated at Grand National Conclaves. They are held in conjunction with the National Convention of the Intercollegiate Broadcasting System biennially, every even-numbered year. Every Chapter is permitted three voting delegates.

Address all correspondence for the National offices of Iota Beta Sigma to the Executive Secretary, Iota Beta Sigma National Collegiate Broadcasting Fraternity, Bethlehem, Pennsylvania, 18015, or to the appropriate National officer.